

SUPPORTING STATEMENT - PART A

NDU Foreign Delegation Visit Request – 0704-FDVR

1. Need for the Information Collection

Foreign delegation visits help to conduct analysis for regional and DoD academic accreditations; and create reports for University leadership to aid in the development of effective curricula, facilitate academic completion requirements. The foreign visit request form is primarily used to collect information on visiting delegation for protocol purposes and to ensure proper logistic support for the visiting delegation. Information and electronic records are maintained in the NDU Enterprise Information System (NEIS), the NDU network. The NDU NEIS encompasses all hardware and software utilized to support the academic and business information hosted in university-owned systems.

The authority by which to collect this information is 10 U.S.C. 2165, National Defense University; 10 U.S.C. 2163, Degree Granting Authority for National Defense University.

2. Use of the Information

The respondents in our collection are generally Foreign Nationals visiting the National Defense University to meet with NDU leadership. Respondents answer the information collection in order to ensure proper protocol is met for each visit including the correct logistic support for each visit. The collection instrument is a PDF document sent over email. Respondents access the PDF directly and return via email. Once the document is returned, the information is used to create a customized visit for the delegation and informs a read ahead document for NDU leadership.

3. Use of Information Technology

100% of this information is collected electronically. Respondents are generally not in country until one or two days prior to the visit.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

We only collect the information from the delegation once at the beginning of each visit process, so less frequent collection is impossible.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Tuesday, September 1, 2020. The 60-Day FRN citation is 85 FR 54361.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Wednesday, December 16, 2020. The 30-Day FRN citation is 85 FR 81458.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is required for this collection, and is provided to respondents at the beginning of the form.

This collection has an associated system of records. The SORN can be found on the DPCLTD website at the following link. <https://dpcltd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570570/dndu01/>

A copy of the approved PIA, National Defense University (NDU) Enterprise Information System (NEIS), has been provided with this package for OMB's review.

Individual and class academic records are destroyed after 40 years. Records pertaining to extension courses are held indefinitely before being retired to the National Personnel

Records Center, St. Louis, MO. Individual training records are destroyed annually; management reports are destroyed when no longer needed.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[NDU Foreign Delegation Visit request form]
 - a) Number of Respondents: 45
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 45
 - d) Response Time: 1 hour
 - e) Respondent Burden Hours: 45
- 2) Total Submission Burden
 - a) Total Number of Respondents: 45
 - b) Total Number of Annual Responses: 45
 - c) Total Respondent Burden Hours: 45

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[NDU Foreign Delegation Visit Request Form]
 - a) Number of Total Annual Responses: 45
 - b) Response Time: 1 hour
 - c) Respondent Hourly Wage: \$28.00
 - d) Labor Burden per Response: \$28
 - e) Total Labor Burden: \$1,260
- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 45
 - b) Total Labor Burden: \$1,260

The Respondent hourly wage was determined by using the [Department of Labor Wage Website] (<http://www.dol.gov/dol/topic/wages/index.htm>). As many of the respondents vary from position to position and from country to country, I used the average GS-09 salary in DC as the basis for their average salary.

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instrument(s)
[NDU Foreign Delegation Visit Request]
 - a) Number of Total Annual Responses: 45
 - b) Processing Time per Response: 4 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$28
 - d) Cost to Process Each Response: \$112
 - e) Total Cost to Process Responses: \$5,040

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 45
 - b) Total Labor Burden: \$5,040

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$2200
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$63
 - e) Licensing Costs: NDU Student Profile OPM Hosting Fees \$97,500
 - f) Other: \$0

- 2) Total Operational and Maintenance Cost: \$99,763

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$5,040
- 2) Total Operational and Maintenance Costs: \$99,763
- 3) Total Cost to the Federal Government: \$104,803

15. Reasons for Change in Burden

This is an existing collection currently in use without an OMB Control Number.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.